



Business License Application

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Please complete this application for a municipal Business License for Shepherdstown. Licenses renew annually in July. The certificate you will receive needs to be displayed along with other licenses. Notice: A business license will not be renewed/issued if you are in violation of any Town ordinance or have outstanding accounts (i.e. utility bills, parking tickets, building permits). Reference [fee schedule](#) for amount due and to the [Municipal sales tax](#).

Legal name of business & DBA: _____

Type of business: _____

Type of ownership?

_____ Sole Proprietor

_____ LLC

_____ Limited Liability Corp (LLC)

_____ Corporation

_____ S-Corporation

_____ Cooperative

_____ Nonprofit Corp

_____ Other _____

Business street address: _____

Mailing address: _____

(Business)

_____ City

_____ State

_____ Zip

Telephone: _____

Email: _____

(Business)

Business owner's name: _____

Mailing address: _____

(Owner's)

_____ City

_____ State

_____ Zip

Telephone: _____

Email: _____

(Owner's)

Please indicate those that apply and include a copy of the current license/permit:

_____ WV contractor/trade license:

_____ WV state business license:

_____ Jeff County Health Dept permit:

_____ WVABC license:

Date: _____

Signature: _____

Fee paid: _____